



District of Columbia Air National Guard

Dual Technician/AGR Announcement

Announcement Number: Tech 04-037/AGR 04-143



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED NLT 1630hrs; 28 Jun 2004	OPENING DATE: 14 Jun 2004	CLOSING DATE: 28 Jun 2004
Position Location: 113 LRS, DCANG Andrews AFB, Maryland	Position Title, Series, Grade, Salary Range Supply Technician, 80208000 GS-2005-07 - \$34,184 - \$44, 439 Maximum Military Rank: TSgt Selectee will be assigned to a compatible military position. Military Duty Assignment: 2S0XX	
AREA OF CONSIDERATION: TECHNICIAN: GROUP II (Current members of the DCANG) AGR: Current On-Board Permanent Change of Station:		
Special Remarks: http://dcng.ngb.army.mil/		
INSTRUCTIONS FOR APPLYING: This office will not accept applications mailed at the government's expense. Electronic or fax applications will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applications must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. <u>No binders please.</u> <u>If you are applying under the Technician Job Announcement the following documents are required:</u> 1.) OF612, SF171 or a Resume 2.) KSA's – Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. <u>If you are applying under the AGR Job Announcement the following documents are required:</u> 1.) NGB34-1, dated Oct 2002 2.) RIP (Report of Individual Performance) 3.) DD 214 4.) Weight Standard Letter 5.) KSA's – Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
Condition of Employment: National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.		
Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: SPC Valarie Robinson, Human Resource Staffing Specialist at 202-685-9780 or DSN 325-9780.		
AGR Employment Questions: MSgt Stepfaine Bowman, AGR Staffing Specialist can be reached at 202-685-9772 or DSN 325-9772.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

Technician Announcement Number: 04-037

AGR Announcement Number: 04-143

Position: Supply Technician, GS-2005-07, 80208000

Brief Description of Duties: Identifies, analyzes, interprets, and applies equipment allowance criteria to support assigned mission(s), weapons systems(s), and other base equipment authorizations. Interprets TOA and other data as it relates to weapons systems and base authorization for equipment to identify valid requirements and prepare change requests to ensure that equipment authorizations are maintained within applicable allowance. Reviews and analyzes data from which budget estimates are developed pertaining to equipment requirements. Creates computer inputs, maintains custodian files, establishes mobility account folders, and corrects errors identified on Contingency Operation Mobility Planning/Execution System (COMPES) listing relating to mobility equipment. Provides frequent distribution to supported organizations of computer-prepared products for timely completion of equipment due-out review validation. Develops, implements, and provides for administrative functions in the section. Ensures TOA update reviews are conducted on a frequent basis. Receives, analyzes, researches, and prepares replies to messages, letters, and inquiries, assuring adequate and timely replies. Maintains current records, allowance documents registers, vouchers, files, etc. Reviews, analyzes, processes, and maintains USAF Data Bank program inputs to ensure a high degree of accountable record accuracy. Determines training needs of assigned Equipment/SPRAM Custodians, and provides assistance in the performance of these assigned duties. Performs other duties as assigned.

Qualifications: GS-07

General Experience: Experience in clerical or office work such as maintaining record; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

Specialized Experience:

Must demonstrate Twelve (12) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements

- A. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.
- B. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage technique.
- C. Knowledge of regulatory requirements governing the accounting of government property.
- D. Ability to research information.

This announcement must be posted on unit bulletin boards until the day following the closing date.

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.
Incomplete applications will not be considered for employment.**